

**REQUEST FOR PUBLIC RECORDS
BOROUGH OF DUNELLEN
355 NORTH AVENUE
DUNELLEN, NEW JERSEY 08812
732-968-3033 Fax: 732-968-8605**

Clerk's Office Representative: _____ Date of Request: _____

Date of Response: _____

Name: _____ Telephone: _____

Address: _____

Information Requested:

☐ Copy of Minutes (Specify board or entity, date, topic or other identifying information)

☐ Copy of Ordinance/Resolution (Specify board or entity, date, topic or identifying information)

☐ Copy of Resolution of Memorialization for Application Number: _____
(Specify date of approval)

☐ License Information (Specify) _____

Information of Specific Property: Block _____ Lot _____ Address: _____

☐ Property Assessment Information : _____

☐ Municipal Assessment Search-Certificate - Fee: \$10.00 or \$2.00 per year for a continuation search up to 3 years*

*Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et. seq.

☐ Municipal Assessment Search-Information Only - Fee: _____

☐ List of Property Owners within 200' - Fee: _____

(As provided in N.J.S.A. 40:55D-12, the fee is greater of \$.25 per name or \$10.00)

☐ Zoning Certificate - Fee \$50.00

☐ Subdivision Certificate - Fee: \$100.00

☐ Contract/ Performance Guarantee: _____

☐ Other

A request for a copy of Public Records should be submitted on this form to the Municipal Clerk who is the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will be available during normal business hours and within seven (7) business days.

OVER

If any document or copy that has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response why that information cannot be provided. Some records requests have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours.

In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, and contracts, including collective bargaining negotiation agreements and individual employment contracts and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be:
\$0.5 cents per page for letter size paper; \$0.7 cents per page for legal size paper or larger

Any request for over twenty pages (20) the applicant will be contacted and payment in full will be necessary prior to duplication being performed.

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the actual costs of producing the format requested.
- Where a legal determination must be made as to whether records are “**public records**” as provided by law, the request will be reviewed by the Municipal Attorney.

The term “public records” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include all employee personnel files (there are some personnel files that are not exempt), police investigation records, public assistance files or matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11. et. seq. or N.J.S.A. 54:5-18.5, neither the applicant nor any third party may assert any claim for damages against the Borough of Dunellen or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Borough’s right to collect any outstanding balance or lien.

The applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to a victim or the victim’s family as provided by N.J.S.A. 47:1A-1 et seq. This form, when signed by the municipal official shall constitute a receipt for any deposit. (Deposit required if reproduction exceeds \$5.00)

Signature of Requestor

Printed Name of Requestor

The information requested will be ready on: _____

Number of Pages: _____ **Cost:** _____ **Deposit:** _____

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested under the laws of the Open Public Records Access.
